



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF TEXAS**

Houston, Texas

2011 Summer Internships

Salary Range: \$13.57/hour (CL 22 Step 1; \$28,233)

The Summer Intern Program provides interns the opportunity to gain valuable work experience; introduce them to careers in the legal field; and to allow them the opportunity to earn a salary while performing a valuable service to the federal judiciary. Summer interns perform a variety of manual and clerical duties as assigned by their supervisor. Duties may include the following: archiving files; packing files; inventorying and moving furniture; lifting boxes up to 50 pounds; and data entry. This is a temporary appointment not to exceed 90 days.

To qualify for an internship you must have a high school diploma, or the equivalent. Students currently enrolled in a college or university, working toward a degree in criminal justice, political science, government or similar degree plans, with a desire to pursue a federal career are preferred. Candidates must possess excellent communication and interpersonal skills and be prepared to work in a professional environment.

To be considered please submit a letter of interest (including dates available) and an employment application (AO-78) via mail or fax to:

Mr. Steve Lowe
Human Resources Manager
United States District Court
P.O. Box 61010
Houston, Texas 77208
Fax: 713-250-5717

Applications are available on our website at www.txs.uscourts.gov/jobs, or call Human Resources at 713-250-5508 and one will be sent to you.

Positions in the United States Courts are excepted appointments. Court employees are not under the Civil Service System and are "at will" employees. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. The Court reserves the right to withdraw the announcement without prior notice. Applicants may be asked to take proficiency tests.

The final candidate will be required to submit to a criminal history, credit and fingerprint records checks with law enforcement agencies.

EQUAL OPPORTUNITY EMPLOYER

www.txs.uscourts.gov